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ABSTRACT

Regulations and procedures for the operation of the Virginia General Educational Development (GED) Testing Program are provided. The GED is a means for measuring an individual's educational competency, particularly the major generalizations, ideas, and intellectual skills that are the outcome of four years of high school instruction. Emphasis is on intellectual power, comprehension, and clear thinking. The GED makes it possible for individuals to qualify for college admission, meet educational requirements for employment, meet enlistment requirements for the Armed Forces, and to meet state/local licensing requirements for occupations at grade twelve levels. General information regarding the GED program is included, as are the following: state function/responsibility, official GED center requirements, local administrator of GED applications (LAGEDA) information, and a sample answer sheet. (GK)

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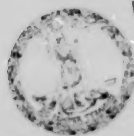
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HANDBOOK FOR ADMINISTRATION OF THE VIRGINIA GENERAL EDUCATIONAL DEVELOPMENT TESTING PROGRAM

seventh edition
revised april 1980



Division of Administrative Services and
Adult and Continuing Education
Department of Education
Commonwealth of Virginia
Richmond, Va. 23216

U.S. DEPARTMENT OF HEALTH,
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HANDBOOK FOR ADMINISTRATION
OF THE
VIRGINIA GENERAL EDUCATIONAL DEVELOPMENT
TESTING PROGRAM

Seventh Edition
Revised April 1980

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TABLE OF CONTENTS

	Page
Foreword	
I. General Information	1
A. Purpose	1
B. Virginia's Regulations for Issuing GED Certificates to Adults	2
C. Description of Tests in the Current GED Battery	5
D. Applying for GED Tests-Retest	13
E. When Test Should Be Administered	14
F. Counseling	15
G. Iowa Test of General Educational Development (ITED)	16
II. State Function and Responsibility	17
A. Establishment	17
B. Official Agencies	17
C. State Administration of the GED Testing Program	18
D. Special Test Sites	20
III. Official GED Center	24
A. Contracts with American Council on Education	24
B. Responsibility for Testing Program	26
C. GED Testing Program Security	36
D. Spanish GED Testing	42
E. Accommodations for Handicapped Individuals Taking the GED Tests	42
F. GED Testing in Local Jail Facilities	46
IV. Local Administrator of GED Applications (LAGEDA).	49
A. General Information	49
B. For Initial Testing (In-State)	49
C. For Retesting (In-State)	51
D. Non-Virginia or Military GED Test Scores	51
E. Special Requests for Test Locations or Times	53
F. Additional Responsibilities	54
G. Preparation of GED Application	54
H. Information for the GED Applicant	58
Sample Answer Sheet	65
V. Appendix A	69
Appendix B	70
Appendix C	74
Appendix D	75
Appendix E	76
Appendix F	78
Appendix G	79
Appendix H	80
Appendix I	81
Appendix J	86
Appendix K	90
Appendix L	91

FOREWORD

Regulations and procedures for the operation of the General Educational Development Testing Program have been developed and set forth in this handbook, in response to numerous request from local school officials and other interested individuals. The General Educational Development Examination is an assistance provided for the people of Virginia through the Vocational Education Division of the State Department of Education since the school session of 1923-24. Likewise, the evaluation of educational experiences in the Armed Forces has been facilitated over the years by a permission policy furnished originally in 1942 by the State Board of Education. In 1955, new requirements were established. A battery of five tests (Iowa Tests of General Educational Development) were introduced for the evaluation of educational development.

During the school session of 1967-68, a committee was named for the purpose of studying and updating existing requirements. The committee's efforts culminated with a set of recommendations for revision of the requirements for the evaluation of educational development. Noteworthy of these recommendations was the initiation of the General Educational Development (GED) Program through a contractual agreement with the Commission on Accreditation of the American Council on Education, and the establishment of new regulations for issuing a General Educational Development Certificate to adult residents of Virginia. The initial GED requirements were approved by the State Board of Education on August 20, 1969.

Under the supervision of the Adult Education Service, Division of Secondary Education, the General Educational Development (GED) Program became operative on March 1, 1970.

On April 25, 1974, the State Board of Education approved significant revisions in Virginia's GED requirements, including: lowering the minimum age from 20 to 19 for issuance of a GED certificate; allowing individuals below 19 years of age, under specified conditions, to receive a GED certificate; discontinuing the requirements of having eight high school credits as a prerequisite to taking the tests; and reducing the Virginia residency requirement from six months to 30 days prior to making application to take the tests.

During 1978, the Superintendent of Public Instruction authorized the issuance of a Virginia GED Certificate based on the Spanish version of the GED Test.

On April 27, 1978, the State Board of Education, at the recommendation of a GED Study Committee, lowered the minimum age for receiving a GED Certificate to 18. They adopted a waiting period of 60 days between test and retest. The fee was increased from \$7.50 per battery to \$10.00 per battery. The term legally withdrawn was inserted in several places which tightened the requirements for those applicants under 18.

I. GENERAL INFORMATION

A. PURPOSE

There are many reasons why an individual who was enrolled in school withdrew before completing high school. Though innumerable reasons could be listed, the significant factor is that the individual without a high school diploma, or its equivalent, has handicaps which could be a detriment throughout life. Too often an intelligent and competent individual has been denied economic and educational opportunity. It is essential that every individual be given an opportunity to fulfill his or her educational potential.

A means for measuring an individual's educational competency has been made possible by the General Educational Development (GED) Tests. The tests are designed to measure, as directly as possible, the major generalizations, ideas, and intellectual skills that are the outcome of four years of high school programs of instruction. Emphasis is placed on intellectual power, rather than detailed content, and on the ability to comprehend exactly, evaluate critically, and to think clearly in terms of concepts and ideas. The tests are not intended to measure the total results of a high school education. They do, however, provide a widely accepted and valid means of comparing the educational development of adults with graduating high school seniors. This is the purpose of the General Educational Development (GED) Tests. Satisfactory completion of the battery of tests, makes it possible for the individual to:

1. Qualify for admission to college or other higher educational opportunity. Some colleges or universities, including community colleges,

may require scores above the minimum necessary to receive a Virginia GED Certificate. (See Appendix J)

2. Meet educational requirements for employment or promotion on the job.
3. Meet enlistment requirements of the Armed Forces.
4. Meet requirements of State and local boards of licensing examiners for occupations where educational requirements are at the twelfth grade levels.

B. VIRGINIA'S REGULATIONS FOR ISSUING GED CERTIFICATES TO ADULTS

(Effective Date July 1, 1979)

Certificates may be issued to adults who are no longer enrolled in regular day school programs and who meet the following minimum requirements.

1. Age: An applicant must be at least 18 years of age. Under special circumstances, which are considered by local school authorities to be justifiable, the age limit may be lowered if an applicant is legally withdrawn from school.

Notwithstanding the foregoing requirements, applicants below 18 years of age shall provide one of the following:

- a. A letter from an official of the regular day school last attended stating that the applicant has been legally withdrawn from school for a period of one year; or
- b. A letter from an official of the regular day school last attended stating that application has been legally withdrawn from school

for a period of six months; and, a letter from a director of a high school review program stating that the applicant has successfully completed the program; or

- c. A letter from an employer, a recruiting officer of the armed forces, or an admission officer of an institution of higher learning or post-secondary training institution stating that the applicant meets all requirements for employment or admissions with exception of a General Educational Development Certificate; and, a letter from an official of the regular day school last attended recommending the applicant be tested.

- 2. High School Credit: Not required.
- 3. Residence: An individual must be a physical resident of the State of Virginia for a minimum of 30 days immediately prior to making application to take the test.
- 4. Minimum Test Scores: A standard score battery average of 45 (a total standard score of 225) with no individual standard test score below 35.
- 5. Credit for Out-of-State Scores:
Test scores may be accepted for an approved GED battery of test administered by an approved GED Center outside Virginia, provided the requirements established by the Commonwealth of Virginia for the issuance of a certificate have been fulfilled.

6. Retesting: An applicant who fails to qualify for a certificate on the basis of test scores may be retested provided at least 60 days has lapsed since the last meeting.
7. Application and Fees: A Virginia resident must make application in the school division in which he/she lives. The application must be approved by the school division superintendent or his designee. An applicant approved by the local school official is required to pay a fee of \$10.00 to take the entire battery of five tests or \$2.00 for each individual test.

C. DESCRIPTION OF TESTS IN THE CURRENT GED BATTERY *

Each of the five tests in the GED battery was developed from specifications drawn up by experienced secondary school and adult educators and reviewed by subject area experts. The test development was conducted by the Educational Testing Service using rigorous guidelines concerning appropriateness in relation to the intended population, the level of difficulty, and the lasting outcomes acquired in high school. Each item and each test was subjected to multiple reviews by test specialists and to pretesting and revisions prior to the assembly of a final test form. The following information describes the English-language GED batteries introduced in the United States in 1978 and in Canada in fall, 1979. Descriptions are generally accurate for the current Spanish-language editions. Except for special time allowances, these descriptions are also accurate for current test forms available in braille, large type, and audio cassette format.

1. Test 1: Writing Skills (80 items, 60 minute time limit)

The questions on the Writing Skills Test are intended to measure a candidate's ability to use standard English clearly and effectively. The test questions are drawn from five general categories: spelling, punctuation and capitalization, usage, sentence correction, and logic and organization. Each is described below. The distribution of emphasis is spelling, punctuation, capitalization (25%), usage (30%), sentence correction (30%) and logic and operation (15%).

- a. Spelling: Questions present groups of four words - one of which may be misspelled. To minimize the reading required in this

section, the words appear in list form rather than in context.

The candidate is asked to determine which word, if any, is misspelled. If none of the words are misspelled, the student should select answer choice 5 - No error.

- b. Capitalization and Punctuation: This section consists of single sentences, each of which presents four possible errors in capitalization or punctuation. The candidate is asked to determine which one, if any, of the underlined uses is incorrect. If all four uses are acceptable, the answer is No error-- option 5.
- c. Usage: This section consists of single sentences, each with four underlined portions. The candidate is to determine which one, if any, of the underlined portions presents incorrect usage. If there is no error, the candidate should mark option 5. Errors generally reflect accepted rules for corrected usage.
- d. Sentence Correction: This section consists of single sentences. A portion of each sentence is rewritten four times. Although the points of usage tested here are generally the same as those in the section above, this format enables candidates to make decisions about effective expression as well as acceptable usage.
- e. Logic and Organization: This section consists of a set of questions based on a written passage containing a variety of errors. The candidate reads the passage and then answers several questions concerning ways to improve its style or organization. This format requires candidates to deal with some of the more complex skills used in effective writing.

2. Test 2: Social Studies (60 items, 90 minute time limit)

The Social Studies Test includes questions on history, economics, geography, political science, and behavioral science. However, no single form of the test includes all the elements of any of these subjects. The questions on the tests are selected from the broad group of topics listed under each major subject area below.

- a. U. S. History: (25%) The Colonial period, expansion, the Civil War and Reconstruction, the growth of industry, reform, the United States as a world power, and modern problems.
- b. Economics: (20%) Production, consumer affairs, financial institutions, the role of government, labor, the world economy, and contemporary problems.
- c. Geography: (15%) Maps and globes, climate, natural resources major culture regions, and population distribution.
- d. Political Science: (20%) Political systems, the executive legislative, and judicial branches of government, state and local government, social problems.
- e. Behavioral Science: (20%) Psychological, Sociological, and anthropological views of human beings as individuals, in groups, and within their cultures; human behavior, heredity and environment, and race and prejudice.

The questions in the Social Studies tests vary in level of difficulty, the particular thinking required (knowledge, comprehension, or the application of information may be tested), and the type of stimulus

material used (for example, graphs, tables, narration, or pictures). Some questions stand alone while others are part of a set based on common stimulus material. The latter type comprise about two-thirds of the questions in the tests.

Questions that can be answered only by recall of facts or events have been avoided. Within the field of labor economics, for example, candidates are not asked to identify individuals such as John L. Lewis or know what the initials CIO mean - even though both are important pieces of information. Rather, the questions assume the kind of knowledge that might be expected of individuals who have achieved at least a minimal level of literacy in the social sciences, even if they have not taken formal courses. It is expected, for example, that candidates would understand that the United States has experienced certain distinct economic periods and that United States citizens have certain specific rights. Questions on such topics are frequently developed to allow candidates to choose the best answer through reasoning from an understanding of certain fundamental concepts.

3. Test 3: Science (60 items, 90 minute time limit)

The Science Test covers various subjects in the biological and physical sciences. No single examination attempts to cover all the topics in each major category. Questions for the examination are selected from the following areas:

- a. Biology (50%) Genetics; evolution; cells and their structure; human anatomy and physiology; ecology and ecosystems; microbiology; health; nutrition, and disease; biological roots of behavior;

structural and functional relationships in plants and animals, including reproduction and photosynthesis.

- b. Earth Science: (20%) Structural geology including landforms, earthquakes, volcanoes, continental drift, rock formation, minerals sedimentation, ice age, fossils, and earth history; composition and structure of the atmosphere, including temperature, wind, and precipitation; oceanography and water resources, pollution, and tidal waves; the solar system and effects of the magnetic field.
- c. Chemistry (15%) Atomic theory and structure, molecular bonding and geometry of molecules and their effect on chemical behavior; the nature of chemical reactions and accompanying energy changes; applications of the principle of conservation of matter; types of solutions.
- d. Physics: (15%) mechanics and measurement (laws of motion, forces, and inertia), Kinetic and potential energy, heat transfer, gas laws and kinetic theory, changes of state, optics and waves, and electricity and magnetism.

The Science test contains two types of questions. One, comprising about one-third of the test questions, includes single multiple-choice questions based solely on material presented in the question itself. These items require an understanding of fundamental concepts in the various science topics covered by the test. The basis for these questions rest on the understanding and application of broad scientific principles.

The second type of question, comprising approximately two-thirds of the test, consists of written passages or other stimuli accompanied by multiple-choice questions related to the content of the stimuli. These questions are designed to measure reading comprehension in the sciences and also to show how well the candidate can understand, analyze, and use the information presented in the passage. It is recommended that a candidate read an entire passage through at least once before trying to answer any questions. Then, he or she may refer to the passage as needed in order to answer each question. Sometimes the answer to a question is not stated directly in the passage, so some background in the natural sciences must be called upon if the candidate is to apply the ideas and information given in the reading material.

4. Test 4: Reading Skills (40 items, 50 minute time limit)

Each question in the Reading Skills Test is based on a written passage. One or more questions follow each passage; however, the answer to each question in the set can be determined without answering the other questions correctly.

The passages are drawn from a wide range of reading materials that have been classified into five areas:

- a. Practical Reading: (15%) Utilitarian materials encountered by adults in daily living. The materials include instructions, handbooks, recipes, contracts, indexes and library references, catalog entries, outlines, nonpolitical cartoons, pictorial announcements, advertisements, newspapers, propaganda and forms.

- b. General Reading: (30%) General reading material similar to that which adults encounter in their daily lives, including editorials and social, scientific, and popular articles commonly found in newspapers and magazines.
- c. Prose Literature: (30%) Expository and creative prose that generally appeals to twentieth century adults of both sexes and of various ethnic and racial backgrounds including contemporary English language writing (American, Canadian, and British) of acknowledged literary quality as well as an occasional piece from the eighteenth or nineteenth century.
- d. Poetry: (12%) Light and serious verse that could be accurately interpreted on a first or second reading by most high school seniors without benefit of class discussion.
- e. Drama: (12%) Contemporary passages from comedy, tragedy, or social drama that are likely to appeal to adults of both sexes and various ethnic and racial backgrounds.

The difficulty of the passages and the amount of reading required varies from the level used in the popular press to an upper limit appropriate for high school graduates. Attempts were made to use selections with broad appeal and without stereotyping and to avoid a disproportionate representation of any one subgroup of the population.

The Reading Skills tests focus on the skills generally associated with reading comprehension. These skills include: identifying

main ideas and major concepts; identifying details; recognizing relationships, such as cause and effect; recognizing emotional reactions of the characters in a passage; interpreting descriptive and figurative language; and identifying and arriving at conclusions and generalizations. Understanding what is read is emphasized more than determining implied meaning—that is, there are many more questions (approximately two-thirds of the questions in each test) that require the ability to identify main ideas, major concepts, and details than there are questions that require other reading comprehensive skills. Furthermore, the test questions do not focus on historical or biographical details about the author, nor do the best answers depend on previous knowledge about the author or work from which the passage was selected.

5. Test 5: Mathematics (50 items, 60 minute time limit)

The following is a list of the mathematics topics in the GED Mathematics Tests:

- a. Arithmetic: (55%) Practical applications involving addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals; properties of numbers; measurement of length, area, volume, money, time, mass/weight, and liquid/capacity; averages; interpretation of tables, graphs, and charts.
- b. Geometry: (20%) Measurement of angles, line segments, area, and perimeter; direct and indirect measurement; similarity of geometric shapes (applications with diagrams or maps for visual support); scale reading and interpretation; application of the pythagorean relationships.

- c. Algebra: (25%) Coordinate geometry (number line, rectangular coordinates, and distance between two points); slope; ratio and proportion; use of algebraic formulas (excluding exponents, radicals and roots); linear equations and simple linear inequalities; simple quadratic equations; exponents; point of intersection of two lines.

The Mathematics Test places emphasis on the ability to solve real-life problems; it does not test the recognition of specialized mathematics, vocabulary or symbolism. The reading is simplified as much as possible.

Many questions on the test may be approached in more than one way. Although candidates may have forgotten or may not have studied a particular topic, they should still be able to use their reasoning ability to eliminate incorrect answers and improve their chances of choosing the correct answer. (Taken from the Examiner's Manual for the Tests of General Educational Development, pps. 20-23.)

D. APPLYING FOR GED TESTS RETEST

1. Initial Application: An applicant must satisfy the requirements established in the State's Policies for Issuing Certificates of General Educational Development. The state supervisor of Adult Education will make available to the school division, the necessary application forms. The applicant will complete the application form at the office of the Local Administrator of GED Applications (LAGEDA) in the school division in which the applicant lives. Proper completion of the form requires that the applicants present their social security cards or driver's license, and/or military identification and provide complete responses to all requests for

information on the application form. The local school official will review the completed application and, if the applicant is eligible, will so certify on the application. The local school official (LAGEDA) is responsible for the proper distribution of the application forms, (for details, see "Responsibilities of LAGEDA and Chief Examiner").

2. Application for Retest: An unsuccessful examinee may have another opportunity to achieve successful results if at least 60 days has elapsed since the last testing. Applicants should have furthered their educational development by additional and intensive study. Retesting will be required on those tests in the battery in which the examinee failed to obtain a minimum standard score of 35. To receive the required average standard score of 45 on the battery of tests, the examinee may request a retest on one or more of the tests in the battery. A qualified educator (could be LAGEDA) in the school division where the application for retesting is made, shall determine whether or when the individual is ready to be retested.

E. WHEN TEST SHOULD BE ADMINISTERED

1. The tests are to be administered a minimum of once every three months. Tests may be administered more frequently if, in the judgment of the Chief Examiner, such action is justifiable.
2. Should a sufficient volume of testing developed in any single test center which would overload the scheduled test periods, the Chief Examiner may want to consider the possibility of scheduling additional testing dates.

If scheduled testing dates are changed, the Chief Examiner is to notify all local school divisions assigned to that test center, and the State Administrator of GED Testing, State Department of Education.

3. In scheduling test dates, the Chief Examiner will be required to work jointly with the Chief Examiners of adjoining test centers in order that scheduling may be arranged on an alternating monthly basis. This will assure that the test will be available to all applicants within 30 days of initial application, without having to travel undue distances.
4. Test dates are to be established once a year. Copies of each test center's schedule is to be submitted to the State Administrator of GED Testing, State Department of Education, P. O. Box 6Q, Richmond, VA 23216, no later than the 30th of October each year. Upon receipt of the test schedule from each individual test center, the Adult Education Service will compile a composite schedule which will be made available to all Chief Examiners and LAGEDAS. The forms to report the schedules on, will be supplied by the Adult Education Service.

F. COUNSELING

If an individual has not met the standards needed to successfully complete the Virginia GED Program, then counseling becomes highly important to the individual and to the overall GED Program. The local school authority should counsel the examinee on the procedures for retesting and how to do additional studying.

G. IOWA TEST OF GENERAL EDUCATIONAL DEVELOPMENT (ITED)

Effective July 1, 1976, the ITED Test was discontinued and is no longer used in the Virginia GED Testing Program. Any individual who did not successfully complete the ITED Test prior to July 1, 1971, must be retested in total, using the present GED tests. Partial ITED test scores are no longer acceptable and will not be applied toward awarding a GED certificate.

II. STATE FUNCTION AND RESPONSIBILITY

A. ESTABLISHMENT

The State Board of Education established the regulations and administration procedures for the conduct of the General Educational Development Program in accord with the policies that govern the program nationally. Under the direction and supervision of the State Department of Education and the selected school divisions, the plan calls for the Commission on Accreditation of the American Council on Education to provide testing materials for the GED Test Centers.

B. OFFICIAL AGENCIES

Selection of local school divisions for establishing official GED Centers has been determined, first by the number of GED applicants, and second, on geographical locations, allowing for minimum travel and maximum efficiency in administering the program. However, the Commission of Accreditation places restrictions upon the selection of locations for centers in accordance with the following official regulations:

1. In the State of Virginia, the GED Testing Service shall establish, by annual contract, an official GED Center at accredited high schools, adult education centers, or other appropriate school divisions maintained and operated facilities. The centers are authorized by the State Department of Education and operate under the jurisdiction of state and local school authorities.
2. The State Department of Education may make a contractual agreement with the Commission of Accreditation to administer the GED tests under circumstances not otherwise covered in the document.

C. STATE ADMINISTRATION OF THE GED TESTING PROGRAM

An official GED Center may be established within the state only after the Commission on Accreditation has received written approval from the State Administrator of GED Testing. The State Administrator determines the locations of the centers within the policy limitations of the Commission. These policies are described in "The Examiners Manual for General Educational Development", of the American Council on Education.

The State Department of Education will be responsible for regulating direction of the GED Testing Program. The Supervisor of Adult Education serves as the State Administrator of GED Testing and, as such, will be responsible for the general supervision of the program and shall:

1. Administer the GED Program in Virginia as prescribed under the regulations and procedures established by the State Department of Education.
2. List in a letter of approval to the Commission the:
 - a. Name and complete address of the institution or other educational entity where the official GED Center is to be located.
 - b. Name, title, and address of the chief administrative officer of the institution, or school system, who is authorized to sign the contract.
 - c. Name of Chief Examiner.
3. Mail and collect all contracts from the American Council on Education for local GED Center.

4. Supervise scoring of all GED answer sheets and maintain on file a permanent record of the examinees' standard scores.
5. Mail two copies of the Permanent Record Card to the Test Center, one to be retained by the Center and one to be mailed by the Center to the school division where the examinee is a resident.
6. Mail the State's General Educational Development Certificate along with a copy of the GED scores and a commendation to those individuals who have successfully completed the battery of tests.
7. Mail notice to unsuccessful examinees to contact local school divisions where application was made for counseling.
8. Store, stock, and distribute all forms needed in the GED Program.
9. Maintain surveillance over the GED Program to insure that the tests are properly administered and safeguarded.
10. Maintain records on test rental fees and other expenditures incurred in support of the testing program.
11. Determine the number of restricted GED batteries to be assigned by each official GED Test Center and place a master order to the American Council on Education.
12. Issue GED Certificates for eligible military personnel and civilians presenting acceptable Out-of-State GED test scores, when such persons meet the standards established by the Virginia GED regulations.
13. Close or change location of official GED Centers as required.

14. Authorize new GED Centers upon approval of appropriate State Department of Education officials.
15. Administer the GED Testing Program for citizens confined in the state correctional and health institutions.
16. Authorize the administration of GED tests to the visually and physically handicapped. Stock the large print and taped version of the GED Test and furnish them to local GED Centers on request.
17. Provide the authorized and necessary information (ie. official transcripts of GED scores) to meet educational requirements of local or state boards of licensing examiners, prospective employers, or admissions officers of institutions of higher learning as requested by examinee.
18. Authorize and supervise the administration of GED tests on Virginia's Military Bases.
19. Complete the GED Year End Report to the American Council on Education for all centers.
20. Help investigate any breach in security at local GED test centers.

D. SPECIAL TEST SITES

1. Testing Sites Under The Adult Education Service

The Adult Education Service, State Department of Education serves as a special test center for testing in state mental institutions, vocational rehabilitation centers, the Rehabilitative School Authority, certain military installations, and certain local jails which can

be handled under the direct control of the state office.

Where special test sites are established under the State Department of Education, Adult Education Service, the State Administrator of GED Testing will serve as the Chief Examiner and shall appoint a person to serve as Test Control officer for each test site.

The Test Control Officer shall be directly responsible to the State Administrator of GED Testing for all activities of the test site and shall abide by all rules and regulations as they pertain to the Chief Examiner of the official GED Center, including the following:

- a. No contract will be signed with the American Council on Education.

In its place, a Memorandum of Agreement will be made between the State Administrator of GED Testing and the Chief Administrative Officer of the special test site, which will delineate the responsibilities of both parties.

- b. No restricted test material will be ordered from the American Council on Education by the special test site. Such material will be assigned by the State Administrator of GED Testing.

- c. The special test site will be responsible for completing a monthly inventory of restricted test material. Such inventory shall be mailed to the State Administrator of GED Testing no later than the 10th of each month and shall cover inventory as of the previous month.

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- d. Should a test be lost, stolen, or compromised in any manner, all testing is to be stopped immediately, and the State Administrator of GED Testing notified in writing as soon as the compromise has been detected. The written notice must contain:
1. The serial number, test number (1, 2, 3, 4, 5) and the test form compromised.
 2. An internal investigation will be completed and a written report made to the State Administrator of GED Testing.
 3. A State Adult Education staff member will be assigned to follow up the investigation, making recommendations, in writing, which would eliminate the possibility of a reoccurrence of the situation resulting in the loss of a test. Before testing can be resumed, written permission must be attained from the State Administrator of GED Testing.
 4. The financial responsibility for replacement tests will be an obligation of the special test site as noted in the Memorandum of Agreement.
- e. Only those persons who have been designated in advance, in writing, as the Test Control Officer, proctor, and alternate proctors shall have access to the restricted testing materials.
- f. Restricted test materials must be kept under lock at all times except when testing is actually taking place.
- g. All restricted test materials must be stored and used within the designated special test site. Such restricted test materials

may not be transported from the designated test site for any reason other than for returning material, to the Adult Education Office, when requested.

- h. The special test site will be subject to an on-site review of security procedures by a representative of the State Adult Education Office without advance notice.

III. OFFICIAL GED CENTER

A. CONTRACTS WITH AMERICAN COUNCIL ON EDUCATION

1. The Chief Examiner will receive four copies of the annual contract to be completed and signed by the Chief Administrative Officer.
2. The Chief Examiner returns promptly to the Virginia State GED Administrator all the copies of the contract.
3. The State Administrator of GED Testing will determine, in consultation with the Chief Examiner of each Test Center, the number of test batteries to be assigned. Once this determination has been made, the Adult Education Service will place the order for tests with the American Council on Education. (Test batteries will not be shipped by the American Council until the signed contract has been received from each Test Center). Should additional test batteries be needed for any reason, a written request must be presented to the State Administrator of GED Testing.
4. A voucher for each order of GED Test Booklets rented from the American Council on Education will be sent to the Chief Examiner. This will be retained by the Chief Examiner for informational purposes. Payment for the rented test material will be made by the State directly to the American Council on Education. Under no circumstances will contracting GED Test Center pay for the initial order of restricted test batteries.
5. Should a test booklet be compromised in any manner, the Chief Examiner shall notify the State Administrator of GED Testing in accordance with procedures outlined under Section III, subsection B, #14 of this manual. In the event such compromise takes place,

the local school division in which the Official Test Center is located will be responsible for the cost of replacement tests.

6. The Chief Examiner will, in accordance with the Annual Contract, keep restricted TEST Booklets stored under lock; not permitting booklets to be removed from the premises of the center except for return to the GED Testing Service, or where local jail testing has been approved through special contractual provisions with the American Council on Education.

Local jail testing must be approved in advance by the State Administrator of GED Testing, and only then will the American Council on Education make special contractual provisions for such testing.

In the event such arrangements are approved, only GED Test Batteries approved for such use will be permitted out of the Official GED Center, and then only for transportation to the approved local jail for the duration of the testing period. Before establishing testing in local jails, review in detail page 46 through 48 of this manual.

7. The Chief Examiner will provide an annual inventory to the American Council on Education each January and such other times as may be requested. Copies of said inventories will also be provided to the State Administrator of GED Testing, Adult Education Service, State Department of Education.
8. At the end of each contract year, the American Council on Education will automatically send the Chief Examiner of each GED Test Center the following: Annual Inventory Forms, and other report forms. Return of restricted GED test materials will be in accordance with procedures

outlined in The Examiner's Manual for the Tests of General Education Development of the American Council on Education.

After the State Administrator of GED Testing has ordered the replacement test batteries for each center:

- a. Continue using old test forms until you receive the new forms.
- b. Save the box the new tests are shipped in and use it to send back old test forms.
- c. Send old test forms by United Parcel Service, insured parcel post, or registered mail, with return receipt requested.
Be sure to carefully inventory before mailing. Send to:

GED Testing Service
American Council on Education
One Dupont Circle
Washington, D. C. 20036

- d. Securely wrap the restricted test materials and plainly address the package.

B. RESPONSIBILITY FOR TESTING PROGRAM

The Chief Administrative Officer where each Official Test Center is located will provide adequate physical facilities for testing. The rooms in which the tests are to be administered shall be well lighted and properly ventilated, and it shall be quiet and free from interruptions.

The Chief Administrative Officer shall designate a qualified member of the staff as "Chief Examiner" and an "Alternate Chief Examiner." The Chief Examiner and Alternate Chief Examiner will be responsible for the administration and security of the testing program at the Official GED Center.

The Chief Examiner, Alternate Chief Examiner or Proctors shall not be an instructor in the GED program. Payment for Chief Examiners, Alternate Chief Examiners and Proctors will be determined by the Chief Administrative Officer where the Official GED Centers are located.

The Chief Examiner shall:

1. Stock supply of testing materials. (ie. application forms, answer sheets, etc., initially supplied by the Adult Education Service. Thereafter, materials must be requisitioned (use Requisition GED Form-2, See Appendix D).
2. Comply with the regulations outlined in the contract.
3. Administer GED Tests in accordance with an approved schedule:
 - a. Determined dates and hours within the month for testing.
 - b. Provide for additional test dates as justified by anticipated number of applications.
 - c. Provide the center's GED test schedule to the Local Administrator of GED Applications (LAGEDA) in the school divisions served by the test center.
 - d. Provide the Adult Education Service with a copy of the center's testing schedule so that a state schedule of official GED Center's testing dates can be prepared and distributed.
4. Publicize Testing Dates
5. Receive GED Applications and Testing Fees.
 - a. Send QK.009 (white copy) application to Adult Education Service,

State Department of Education, with answer sheets and GED
QK.040A-Examinee List attached.

- b. Retain QK.009 (yellow copy) application in files.
 - c. Maintain an accurate record of all fees received from applicants in keeping with policies and procedures of the local school division where the test center is located.
6. Notify applicant of the location, date, and time to report for examination. (See Appendix L-Test Date Letter).
7. Give examinations in accordance with the testing schedule provided the State Adult Education Service. Tests shall be given only on the premises of the Official GED Test Center. Tests may not be transported to another location for the purpose of testing, except where contractual agreement for local jail testing has been made. (See The Examiner's Manual for the Tests of General Educational Development by the American Council on Education).
8. Limit number of examinees. A proctor is recommended for every 20 examinees (or fraction thereof over and above the original 20). The Chief Examiner will determine test(s) to be administered (full batteries of five (5) tests or retests).
9. See that the application form has been properly completed.
- a. The GED Center "Code Number" is the same as that of the school division where the center is located.
 - b. Be sure the Social Security Number is correct (should be copied from Social Security Card).

- c. Be sure residence is correctly checked.
- d. Be sure last Year attended school is correct.
- e. Be sure the application has been signed by both the applicant and the LAGEDA.
- f. Be sure the applicant has been properly identified before permission to test is granted. The Virginia Driver's License is best for this purpose.

10. Instruct persons taking the test as to:

- a. Filling out information required on the answer sheet accurately (See Item 11 below).
- b. Proper care of the test booklets.
- c. Proper marking of answer circles on answer sheets.

11. Make sure answer sheet is accurately filled in prior to administering the test.

- a. Check section A-K on the answer sheet.
- b. Check the name and the center code on each page of the answer sheet.

12. Study carefully and follow instructions on administering tests

(The Examiner's Manual for the Tests of General Educational Development).

13. Administer Tests:

- a. All new applicants must take the complete battery of five tests. The completion of the five tests must not be extended over a long period of time. Under normal testing arrangements, the battery of five tests should be completed within thirty (30) days.

Both sections of the answer sheets for each of the five tests must be submitted to the state office at the same time.

- b. The same procedure used in initial testing will be followed in retesting.
- c. Standard testing techniques shall be employed and every precaution shall be taken to insure fair testing conditions.

The GED tests are time limit tests: Test 1 (Writing Skills) is a one hour test, and Test 2 (Social Studies) is a one-and-a-half hour test, Test 3 (Science) is a one-and-a-half hour test, Test 4 (Reading) is a one hour test and Test 5 (Mathematics) is a one hour test.

14. Test Security shall be maintained at all times.

- a. GED test booklets shall be kept in a locked file drawer or safe and ONLY the Chief Examiner and his Alternate will have the key or combination.
- b. Test booklets shall be counted and pages checked before and after each testing. Examinees are not to leave the room until all test booklets are accounted for.

- c. Tests booklets are to be issued to an examinee one at a time.

Test Booklet numbers are to be recorded along with the name of the examinee. Upon completion of the test, the number on the test booklet and the name of the examinee will be checked; the test will be placed in a secure place such as a desk drawer.

- d. No single test form is to be exposed to more than 500 examinees at one center in the period of one year. No individual test battery is to be administered more than 15 times.

NEVER leave tests on the top of the desk! NEVER leave examinees unsupervised! NEVER allow examinees to leave room with test booklets or papers.

If a test booklet is discovered missing, the Chief Examiner shall first stop all administration of the GED test. He shall then notify in writing his Chief Administrative Officer and the State Administrator of GED Testing. The written report shall include the serial numbers of the missing or compromised test, the form number, and test number (1, 2, 3, 4, 5). An internal investigation is to be conducted to determine how the test was lost, and a written report of the findings made to the State Administrator of GED Testing, State Department of Education. A State Adult Education staff member will be assigned to review in detail the investigation report and the details of the test administration in the test center where the test was compromised. Upon completion of the follow-up, a written report of recommendations for correcting any situation which may have been found must be submitted. At the completion of the report and the implementation of the recommendations, written approval to re-institute testing may

be made only by the State Administrator of GED Testing. Testing may not be re-instituted until such written approval is received!

15. Preparing test materials for mailing:

- a. Tear the answer sheet into two pages along the perforation. Arrange the sheets so that the black marks are on the left-hand side of the page. Both pages must be sent in with the white copy of the application QK.009. (Even if an applicant only takes test one, both pages must be sent).
- b. Any Out-of-State "Official Transcripts" (which have been transferred to a Virginia Official Transcript form by the state office) must be stapled to the appropriate white copy of the application.
- c. Arrange the white copy of the application and both parts of the answer sheet (which have been torn apart and arranged so that the black marks are on the left-hand side of the page) in alphabetical order by last name.
- d. List the examinees on the "Examinee's List" QK.040 in alphabetical order by last name.

16. When shipping GED test materials to the state office include:

- a. Examinee List QK.040
- b. Original copy (white) QK.009 of the application for each examinee.
- c. Answer sheet (QK.010 or QK.038 for Spanish Test) torn into two parts - both parts must be sent. Arrange so that the black

marks are on the left-hand side of the page. The application and answer sheets for each applicant should be together.

- d. If applicable, an "official transcript" for out-of-state scores must be stapled to the appropriate application.

Securely wrap (double wrap or boxed is best) the test materials. They must be sent by United Parcel Service, or insured, certified or registered mail, with return receipt requested.

All procedures outlined above must be correct and accurate to avoid the necessity of returning all material to the test center for correction.

17. Receive back from State:

- a. Signed certified or registered mailing receipts will serve as notice that the State has received the materials as outlined in Item 16 above.
- b. Two permanent record cards (with test results) can be expected approximately three weeks after answer sheets have been received by the State.

If there is any question concerning scores, please contact the State Office immediately, as applications and answer sheets are held for six weeks only.

- c. One of the permanent record cards is to be filed at the Official Test Center and one is to be mailed, by the Test Center, to the school division of residence where the examinee made application to test.

The GED Certificate, with an attached score sheet, and a congratulatory letter will be mailed by the Adult Education Service directly to the examinee who successfully completes all the requirements for issuance of a GED Certificate.

The Adult Education Service will mail unsuccessful examinees a copy of his/her record card, along with a notice to contact the local school division for counseling and preparation for retesting.

18. Test Center Records

- a. The Chief Examiner of each test center shall maintain local files of applications and permanent record cards on each examinee.

19. Upon leaving position as Chief Examiner, the Chief Examiner shall:

- a. Inform the Superintendent of the school division in which the test center is located, and the State Administrator of GED Testing. The Superintendent shall then confirm, in writing, the resignation of the Chief Examiner to the State Administrator of GED Testing, and, at the same time, provide the name, title, and address of the new Chief Examiner.
- b. Properly account for all test materials and turn them over to the new Chief Examiner before leaving. Include in this procedure an inventory of all restricted test materials. New contracts need not be signed. The State Administrator of GED Testing, upon written notification of such changes by the local school Superintendent, will notify the American Council on Education approving such changes. The State Administrator will then request

the necessary amendment be made to the contract.

20. Data for Annual Reports

Under normal circumstances, the State Adult Education Service will provide the data necessary for the Annual Statistical Report to the American Council on Education. This data is available through the computer program. It will still be necessary, however, for each Chief Examiner to maintain the necessary records which will permit the assembling of the data necessary for the Annual Statistical Report as a back-up for the computer program. (See Annual Report in The Examiner's Manual for Test of General Educational Development published by the American Council on Education.

21. Publicize the GED Testing Program

- a. The Chief Examiner and local school divisions should use all local news media, including radio, television, and newspaper to publicize the GED program. Such publicity is to include such pertinent information as test dates, locations, cut-off dates, where to apply, plus when and where review courses are to be conducted.
- b. Distribute GED brochures and other pertinent information as required for the promotion of the program.

C. GED TESTING PROGRAM SECURITY

The continued integrity and wide acceptance of the GED Testing Program mandates stringent measures and procedures to insure that the security of the restricted testing material will not be compromised. To insure the Chief Examiner of adequate surveillance and security in conducting the GED Testing Program the following directions (or comparable directions) should be strictly followed.

1. Storage and Shipping

a. GED Test Booklets and Answer Sheets

1. Inventory GED test booklets upon receipt from the American Council on Education.
2. Check to see that test forms and the number of test batteries are in agreement with the number of test batteries allocated by the State.
3. Check each test booklet for defects. If a glaring defect is found (a torn page, misprint, defacement, etc.) replace all tests in the battery. Each test has the same test booklet number printed in the right hand corner.
4. In the upper "left" hand corner of each test booklet attach "Distribution Record" sticker or, in lieu of a sticker, there is space for three columns of numerals for a total of 15.
5. Store GED test booklets in a safe or file drawer that can be locked. Only the Chief Examiner and Alternate Chief Examiner should have the combination or key.

6. Inventory test booklets immediately after removing from locked facility and prior to returning to this facility.
7. Answer sheets will be provided the same security as GED test booklets.
8. GED restricted material (test booklets and answer sheets) are always to be mailed by insured parcel post, United Parcel Service, or registered mail with return receipt requested.
9. Securely wrap the restricted test materials and plainly address the package.

2. GED Testing Security Procedures

a. Prior to Testing Day

1. Check and make sure necessary supplies for testing are available.
2. Arrange all applications in alphabetical order.
3. Review each application, and attach to application a note on "special cases" or items on application which are incomplete.
4. Type or print in alphabetical order the names of examinees on "Test Surveillance" Form GED-4, Appendix H.
5. Record collection of fees to submit to proper school authority.

b. Testing Day

1. Arrive at test location three quarters of an hour prior to scheduled testing time.
2. See that room is set-up for testing: timing clocks, check heating, ventilation, lighting, and other physical arrangements. Put out pencils, paper, ash trays, and arrange seating so that examinees will be facing proctor.
3. Based on the number of persons to be tested secure GED restricted material according to quantity, date, form and test booklet code numbers.
4. Have your applications and surveillance form ready.
5. Have "Permanent Record Cards" of examinees taking "Re-tests" or assign the test forms to be given the retestees.
6. Post the group lists outside the classroom door; this indicates where the examinees will go for their first test.
7. Do not admit examinees into room until you are ready for them.
8. Chief Examiner or proctor may wish to make some remarks, or announcements before opening the door for testing. Such as: You will need your social security number and identification such as driver's license, etc.
9. Open the door.
10. Each examinee will present his/her "Pink" copy of application

and identification (Social Security card and/or driver's license) and sign in on a "sign in sheet." Signatures must match those of the respective application.

11. Before examinee is issued a test booklet record:
 - a. The "Date" in upper left hand corner of test booklet;
 - b. The test booklet "Form", and "Number", in the appropriate column opposite the examinee's name on Form GED-4, Appendix H.
 - c. Issue Test Booklet.

NOTE: The preceding steps for issuing tests are to be used each time a test booklet is issued.

12. The GED Test is a timed test. No individual should be allowed to start until they are told to do so.
13. Before retesting an examinee:
 - a. Check the examinee's permanent record card and determine the tests the examinee must and/or desires to take as a retest.
 - b. Ascertain the retest booklet form(s) to be given. (If possible, do not issue "Form" previously used).
 - c. Mark through the space(s) opposite the examinees name, tests which will not be retaken on Form GED-4, Appendix H.
 - d. Record test booklet(s) "Form", "Number".
 - e. Select and issue test booklet.

- f. The GED Test is a timed test. Examinees are not to start until they are told to do so.

NOTE: The preceding procedure for issuing retest booklets is to be followed as appropriate, each time a test booklet is issued.

- 14. Examinee will then be asked to be seated, turn the test booklet upside down and await further announcements.
- 15. Announcements
 - a. Number of tests to be given that day.
 - b. Time allotment.
 - c. Toilet facilities, smoking "break" between tests.
 - d. No marks or defacing of test booklets.
 - e. No talking other than to proctor after test has been started.
 - f. Nothing on desk or table but test.
 - g. Scrap paper to be furnished for math and science test - these must be turned in with answer sheet and test booklet.
- 16. Directions for administering the examination are in the Examiner's Manual for the Test of General Educational Development and shall be strictly adhered to by all proctors.

17. Upon the completion of the test the examinee will return in his test booklet and scrap paper to the proctor. His name, test booklet, form, and number will be checked "In" on Surveillance Form GED-4, Appendix H.
18. The test booklet and answer sheet will be separated and placed in a secure place, (such as: a desk drawer, etc.)
19. Never leave tests on top of a desk! Never leave tests unattended! Never leave examinees unsupervised! Never allow an examinee to leave the room during testing period unless absolutely necessary.
20. Inventory test booklets after each testing session and before returning to locked file or safe, check each page to make sure they are not missing.
21. If a test booklet or a page from a test booklet is discovered missing, the Chief Examiner shall stop all administration of the GED tests.
 - a. Report the missing item to the State Administrator and to the Superintendent of Schools.
 - b. Conduct an immediate investigation;
 - c. Review in detail test administration and safe-guarding procedures;
 - d. Submit a report of investigation to State Administrator, and steps that will be taken in the future to insure security.

3. Important Notice

The penalty for the loss of a test booklet is severe. If one test booklet is lost, all test booklets for that series must be returned and a new series issued. The local school division will have to pay the rental of the replaced test booklets.

The importance of maintaining complete security of GED testing materials cannot be over-emphasized. Maintaining security in mailing, storage, and in the testing room is a MUST.

D. SPANISH GED TESTING

During 1978 the Superintendent of Public Instruction authorized the use of the Spanish version of the GED Test for awarding of a GED Certificate.

If an applicant takes only the Spanish version and successfully passes, a Spanish Certificate is awarded.

An applicant may take the Spanish version of the GED Test and an English Test. If he or she successfully passes both parts, then an English GED Certificate is awarded.

For more details, or if you have a person who wishes to take the Spanish version of the GED Test, contact the Adult Education Service, Virginia Department of Education.

E. ACCOMMODATIONS FOR HANDICAPPED INDIVIDUALS TAKING THE GED TESTS

1. Certification of Handicapping Condition

Before arrangements for accommodations can be made, the applicant must present, at the time of application, a statement certifying to the condition.

This can be given by any of the following:

Doctor of Medicine

Psychologist or Psychiatrist

Educational Diagnostician

in conjunction with a psychological report

School division, if the applicant was identified as
handicapped while in school.

2. Registration for the Testing

- a. If special accommodations are to be requested, registration must be completed six weeks in advance of the testing date.
- b. The special accommodations needed must be requested at the time of registration.
- c. The Chief Examiner of a Test Center must give approval to and make arrangements for special accommodations.
- d. A copy of the special arrangements to be made is to be attached to the application; a copy is also to be given to the individual applicant.

3. Practice Test

This is available only in regular print. It may be used by the handicapped person. Practice test may be ordered through ACE.

4. Testing Room

It is permissible for the testing to be done in a separate room. The room should be acceptable under good testing practices (free of distraction, external noise and traffic; well lighted and ventilated).

5. Proctor

- a. May be a person who teaches those with the same handicapping condition as the person taking the test; however,
- b. May not be the teacher of the person taking the test; and
- c. May not be a teacher of GED preparatory courses.
- d. Must be knowledgeable about testing procedures;
- e. Must be an employee of the school division, or
- f. Must be contracted by the school division to proctor the tests.
- g. Is responsible for transferring answers to the computer sheet and/or serving as sign-language interpreter, if needed.

6. Amanuensis

(If the person registering has difficulty in marking the answers, he/she may dictate them to an amanuensis.)

- a. The amanuensis must not be related to the person taking the test;
- b. Must be an employee of the school division, or be a similar non-interested third party;
- c. Must be knowledgeable about testing procedures;
- d. Must be approved by the chief examiner.

7. Number of Test-Sittings

The testing can be done in more than one sitting as long as it is completed within 30 days.

8. Type of Test (printed or taped)

The printed test in regular or large type may be used; or the taped test may be used.

9. Taped Test

The person taking the test may replay the questions as many times as needed; he/she may also stop the tape between questions.

10. Answers to Test

- a. Can be put on tape by person taking test;
- b. Can be put on large-print answer sheet, whether the test used is regular print, large-print, or on tape;
- c. Can be given to amanuensis;
- d. The answer sheet can be folded if needed, to facilitate recording the answers; however, see note below*;
- e. The large-print answer sheet can be cut and put on large index cards by the proctor for easier recording of answers by the person taking the test.

Suggested grouping on cards:*

Answers numbered as follows:

1-7	43-49
8-14	50-56
15-21	57-62
22-28	63-68
29-35	69-74
36-42	75-80

Note: All answers submitted for scoring must be on the standard optical scan GED Answer Sheet (QK.010). This includes answers put on cards or on hand-folded scoring sheets.

F. GED TESTING IN LOCAL JAIL FACILITIES

1. Responsibilities of Local Test Centers

Upon receipt of a request from the sheriff to test inmates in a local jail, the chief examiner shall visit the jail to determine the physical arrangements of the facility, the number of potential applicants, and the educational needs of the inmates. If the chief examiner is satisfied that GED tests can be given in the jail under secure conditions, he shall prepare guidelines for administering the tests, including the following information:

- a. Identification of the proctor. He must be the chief examiner or a responsible person approved by the State Administrator of GED Testing and the chief examiner. The proctor cannot teach a class in GED preparation and cannot be a local jail employee.
- b. Persons eligible for test. The test cannot be administered to local employees of the jail, the sheriff's department, or persons other than the inmates of the jail.
- c. Procedure for administering the tests. Security procedures outlined in the "Handbook for Administration of the Virginia GED Testing Program" apply also to the jail testing situation.

- d. Storage of classified test material. When not being used, the tests must be kept in a locked storage compartment provided by the sheriff, and must be returned immediately to the Official GED Testing Center at the end of the testing day. Except during the actual testing period, only the chief examiner and his proctor shall have access to the classified test material.
- e. An explanation of the financial arrangements for the testing programs.
- f. Identification of the contact person for the chief examiner.

The chief examiner of the local GED test center shall send to the State Administrator of GED Testing a written request, with a copy of the guidelines, for permission to give the tests in the local jail. If permission is granted by the state administrator, a special contract will be drawn up between the local Official Testing Center and the American Council on Education. A test form other than that used by the Official GED Testing Center will be provided for testing in the local jail.

- 2. Responsibilities of the Local Jail for GED Preparation and Testing
 - a. A formal educational program for inmates must be conducted with a responsible person in charge of the program.
 - b. Acceptable conditions for testing inmates must be provided---quiet, well-lighted space large enough to comfortably seat the maximum number of people to be tested at one time.
 - c. Inmate time must be scheduled so that there are not more than 30 days between administration of the first part of the test

and completion of the full battery.

- d. A responsible person must serve as liason between the chief examiner of the GED test center and the local sheriff. The liason person may be the GED preparatory instructor working in the jail.
- e. The sheriff's department and the local test center will negotiate the cost of administering the GED test to the inmates of the local jail.
- f. The local chief examiner must receive requests for test dates at least one week in advance.
- g. The local sheriff must apply in writing for the establishment of a GED testing program in the local jail. This request is sent to the chief examiner of the Official GED Testing Center in the nearest school division having an official testing center.
- h. In each local jail where GED testing can be arranged, it is the responsibility of the sheriff to provide a locked compartment for temporary storage of classified test materials. This compartment is to be accessible only to the chief examiner and/or his designated proctor and is to be used only during testing when the proctor must be absent from the testing area for a short period of time.

IV. LOCAL ADMINISTRATOR OF GED APPLICATIONS (LAGEDA)

A. GENERAL INFORMATION

A LAGEDA will be appointed for each school division by the Superintendent of schools. The State Administrator of GED Testing, State Department of Education shall be notified in writing by the Superintendent. Such notification will include the name, address, and telephone number of the LAGEDA.

The primary responsibility of the LAGEDA will be to evaluate the eligibility of each GED applicant and to verify said eligibility by signing the application. The LAGEDA is then responsible for the general distribution of the application forms and maintaining a school division file on applications and applicant's scores once they have been received from the Official Test Center.

B. FOR INITIAL TESTING (IN-STATE)

The LAGEDA shall:

1. Evaluate the applicant's eligibility by making sure that applicants meet all conditions stated in the State Board of Education regulations, as set forth in section I, sub-section B, of this manual.
2. Verify such items as age and identify by checking the applicant's identification (The Virginia Driver's License may serve as an excellent form of identification for this purpose). Two items of identification should be checked and compared whenever possible.
3. Have the applicant complete and sign the application form correctly. Since the applicant's Social Security Number is a Key Factor in the computer processing of both the application and answer sheets, special

attention should be given to the correctness of this item!

4. Make sure the applicant completes the application in the office of the LAGEDA!
5. Collect necessary testing fees - \$10.00 for the complete battery of five tests, or \$2.00 per test for retests. Personal checks or cash should not be accepted. Most Official Test Centers will only accept certified checks or money orders made out in the correct amount.
6. Make sure that the certified check or money order is correctly filled out as designated by the Official Test Center where the individual is to be tested.
7. Distribute the application copies as follows:
 - a. Pink copy to applicant.
 - b. Goldenrod copy for school division (LAGEDA) files.
 - c. The remaining copies of the application go to the Official GED Test Center. All application copies which are to be sent to the Official Test Center must be mailed or hand-delivered by the LAGEDA only. The application should be in the hands of the Chief Examiner at least seven days prior to testing. DO NOT have the applicant hand-carry the application to the Test Center, as the Chief Examiner is under no obligation to accept applications hand-carried by the applicant.
8. Transmit all fees to the Chief Examiner at the same time that the application is mailed or delivered by the LAGEDA.
9. Maintain a school division file of all goldenrod copies of the applications that have been approved, for a period of not less than

three years.

C. FOR RETESTING (IN-STATE)

The LAGEDA shall:

1. Evaluate the applicant's eligibility for retesting, making sure that the applicant has:
 - a. Completed an initial battery of tests and at least 60 days has lapsed since the last testing.
 - b. Completed correctly the application, paying special attention to the Social Security Number (being sure to compare it with the Social Security Number on the permanent record card of the initial battery of tests) and checking those sections of the application that apply specifically to retesting.
2. A copy of the applicant's transcript will be on file in the State Adult Education Office, therefore, it will not be necessary to attach a copy of the permanent record card for tests taken under Virginia's GED Testing Program. For Out-of-State or military transcripts, see below.

D. NON-VIRGINIA OR MILITARY GED TEST SCORES

A Virginia GED Certificate will be issued to a Virginia resident based on Out-of-State, Veteran's Hospital, or military test results, providing the applicant meets all requirements of the Virginia Board of Education for the issuance of a certificate.

These procedures are to be followed by the LAGEDA whenever an individual requests a Virginia GED Certificate on the basis of tests scores received from a non-Virginia test center or wishes to use these scores when retesting.

1. Have the applicant complete one of the following:
 - a. Virginia GED application (QK.009 - see Appendix C).
 - b. Virginia "Release and Request" form (see Appendix G).
2. Verify the applicant's eligibility and sign the completed application.
3. Mail the white copy of the application, attached to the Release and Request form, to the Official Testing Agency as shown on the applicant's copy of scores. For military (USAFI) testing prior to May of 1974, send to:
 - a. Educational Testing Service
Contract Representative for DANTES
Box 2819
Princeton, New Jersey 08541

The Out-of-State center or Dantes will attach the official transcript of scores to the completed Virginia application and mail both to the State office. Upon receipt of these documents, the transcript will be evaluated and processed as follows:

1. If the applicant's transcript has a complete battery of five test scores and meets all of the Virginia's requirements for issuance of a GED Certificate, the application and scores will be processed, as would tests received from a Virginia test center.
2. Should an applicant have an incomplete set of scores on transcript, or have failing scores, the transcript will be transferred to Virginia's "Official Transcript" by this office and returned to the school division of origin, along with the white copy of the application.

The LAGEDA is responsible for contacting the applicant and making arrangements with the test center for retesting. Be sure to include the "official transcript", when sending the application to the test center. NOTE: Examinee copies or official transcripts sent in by the test centers or local school divisions, that have not been transferred to Virginia's "original transcript" by the State office, will be returned. To avoid unnecessary delays for the applicant, the procedures outlined above must be followed correctly.

E. SPECIAL REQUESTS FOR TEST LOCATIONS OR TIMES

For applicants who, for some reason, wish to be tested in a location other than the official test center designated for a particular school division, the LAGEDA shall:

1. Refer to the yearly calendar of schedule test dates for the test center which most nearly meets the applicant's needs.
2. Refer the application forms normally mailed to the designated test center to the test center selected.
3. Be sure that the certified check or money order is made out properly for the test center which the applicant elects to attend.
4. Should the selected test center be one in which daily testing is provided, the LAGEDA must contact the Chief Examiner of that center by phone and make an appointment for the examinee. The application, however, must still be mailed to the test center. The applicant cannot make his own appointment or hand-carry his application to the test center.

F. ADDITIONAL RESPONSIBILITIES

1. Counsel applicants for testing or retesting as to the availability of local classes and study material.
2. Publicize the GED Program locally.
3. Request GED application forms, brochures and information for the GED applicant from the State Adult Education Service.
4. Maintain a general GED correspondence file.

G. PREPARATION OF GED APPLICATION (Form QK.009)

The GED application (Form QK.009) is to be completed by the applicant in the presence of the LAGEDA.

The GED Test Center code at the top right of the application is to be filled in by the LAGEDA. This will be the code number assigned by the Department of Education for the school division where the GED Test Center is located. On the top left side of the application, check whether the application is for GED Testing or for a GED Certificate only.

1. Personal Information

- a. This is the school division, military installation or institution where the applicant is making application-show the name and code number of that educational facility in the space provided.
- b. Social Security Number of an applicant must be shown on every application. The application must present a Social Security card to insure the correct number. Only one number must be printed over each space. For individuals who do not have a Social Security Number, please call the State Adult Education Service prior to testing and an identification number will be assigned.

- c. Telephone number should be printed in the space provided.
- d. Print the name for the certificate. One letter per space-
last name first; skip at least one space between last and
first names. Circle Mr., Mrs., Miss, or Ms.
- e. Print maiden name, if applicable.
- f. Print full mailing address plainly-one letter per space.
Include zip code.
- g. Print permanent address if different from #5.
- h. Print Date of Birth and Place of Birth in space provided. If
the birthdate is February 14, 1970, it should be marked
02 | 04 | 70.
- i. Check whether the residence requirement has been met.
- j. Mark the correct sex. Give height, weight, color of hair and
eyes in the space provided.

2. Educational Information

- a. Print the year in which the applicant last attended public or
private school.
- b. Circle the highest grade of school which the applicant completed.
- c. Print the name and address of the last public or private school
attended.
- d. If the applicant has tested previously, print the location of the
Test Center including the state, the dates and test form used

(if known). Check whether a non-Virginia transcript has been requested.

- e. Make sure the applicant signs the application.
- f. It is the responsibility of the LAGEDA to verify the following prior to signing a GED application approving an individual for testing:
 - 1. For applicants 18 years old or older
 - a) verify that the individual in question is not currently enrolled in school.
 - 2. For applicants under 18 years of age
 - a) applicant is legally withdrawn from school and supporting records are available at the school last attended.
 - b) all appropriate letters and approvals as required by the State Board GED policies are attached to the local school division's copy of the application.
- g. After the LAGEDA has reviewed the applicant's qualification and checked his identification and Social Security Number, check from what document the Social Security Number was verified. If the applicant qualifies to take the GED Test, the LAGEDA signs the application and dates it.
- h. Collect the fee with a certified check or money order made out according to the instructions on the State GED Test Schedule for the Test Center where the applicant wishes to take the test. The fee is \$10.00 for a battery of five tests or \$2.00 for each retest. Record the fee in the space provided and circle the

test(s) the applicant wishes to take.

- i. Give the applicant the
 1. pink copy of the application
 2. a copy of Information for GED Applicant
 3. a test schedule (if known)

H. INFORMATION FOR THE GED APPLICANT

1. Satisfactory Scores

The candidate must make an average standard score of 45 or more on the entire battery of tests (sum of the five test scores must total at least 225) with a standard score of 35 or more on any single test.

In case a candidate does not meet the minimum requirements, he/she may retest after 60 days has lapsed since the last testing. It may be advantageous to retake the entire battery, particularly when the average score is below the minimum of 45. For each test, the highest score made during any testing is used in the calculation of the battery average. It is generally easier to raise each of the tests a point or two, than to raise one test score five or ten points.

In cases where the applicant has scored an average of 45 or more, but has less than 35 on one test, it would be necessary to retake only the test where the score is less than the minimum of 35. If the applicant decides to take less than the complete battery, the number of tests to be taken must be indicated on the application.

2. Rules Governing the Examination

- a. At the time and place designated for the examination, the applicant must present a Social Security Card and/or driver's license, the pink copy of the application (signed by the LAGEDA), and sign the attendance sheet in the presence of the proctor.

- b. Upon entering the examination room, the candidate must deposit with the examiner any books, papers, or any other items that may have been brought to the examination room. All necessary material will be provided by the proctor.
- c. No one may leave the room at any time without permission of the proctor.
- d. During the examination, the candidate may communicate only with the proctor.
- e. No marks are to be made in or on the test booklets.
- f. Candidates must turn in all test booklets, answer sheets, and scrap paper. All of these materials are furnished by the Official GED Test Center.
- g. The GED examination consists of a battery of five tests. The tests are timed. The following time limits must be adhered to: Test 1 -- Writing Skills, one hour; Test 2--Social Studies, one and one-half hours; Test 3--Science, one and one-half hours; Test 4 --Reading, one hour; and Test 5--Math, one hour.
- h. Answer sheets must be properly marked with a soft pencil. Ball-point or felt-tipped pens cannot be used.
- i. Each examinee must arrive at the test center 10 minutes prior to scheduled time of testing.
- j. There should be enough time to complete each of the tests if you work continuously.
- k. If, for some reason, the applicant cannot take the test on the dates

scheduled, the Chief Examiner must be notified at least 48 hours prior to the examination or risk forfeiture of test fees.

3. Tips on Taking Tests

Follow these four steps to begin a reading comprehension test:

- a. Scan the passage quickly to get the general idea.
- b. Read the questions quickly to get an idea of the type of information required.
- c. Read the passage carefully and critically, making mental notes of the leading phrases and ideas.
- d. Read each question carefully, then look for the answer in the text.

Be sure to answer the questions only on the basis of the information given in the passage, and not from outside information that may have been acquired.

Notice whether a question refers to a specific line, sentence, or quotation from the reading passage. The answer to such a question is almost certain to be found in or near this reference in the passage.

Make sure to keep track of the time so that the allotted time will not run out before completing the entire test.

Be suspicious of words such as never, always, wholly, forever in the answer choices. Usually answers that use such categorical terms are incorrect.

Watch out for the "too-easy" answer. Be especially on guard when the question seems to follow word-for-word the reference in the text.

The wording in the question may have been changed slightly so that it has a different meaning from the test. This could be a test for alertness and attention to detail.

Choose the most appropriate answer to the question. Often more than one answer seems to be correct.

Leave the more difficult questions for last. Try to answer the easier ones first so that time may be spent thinking about the more difficult questions.

There is no penalty for guessing. Only correct answers are counted.

Do not become worried or discouraged if the examination seems difficult. The questions in the various fields will purposely be made difficult and searching so that the examination will discriminate effectively. No one is expected to get a perfect or near-perfect score.

4. Test Booklets and Answer Sheets (see sample answer sheets)

For each of the tests, there is a separate test booklet. The answer sheet is two pages, perforated in the middle. It is important to follow directions, as the answer sheet is scored automatically by machine. Read instructions carefully! Test booklets must not be defaced or marked! DO NOT fold, wrinkle, staple, or tear the answer sheet!

5. Instructions for Completing the Answer Sheet

- a. Use a number 2 pencil.
- b. Be sure each mark is black and completely fills the space

but does not go outside the circle.

- c. If it is necessary to change a response, erase thoroughly and mark the new response.
- d. Identification--Follow the directions given by the examiner.
Write requested information in the blocks at the top of the respective columns. In the circles below, mark each numeral in its respective column. Be especially careful when coding zeros (0) and ones(1). Call upon the examiner to assist with any technical questions that may come up.

Answer Sheet

Page 1--Print name (last, first and middle initial) in the space provided at the top of the page. Skip a space between last and first names and middle initial.

Page 2--Block A--Enter the three-number official test center code, given by the chief examiner, in the appropriate blocks and mark the corresponding circles below. Be sure there are no blanks. (Example, if the test center code is 029, the zero must be marked also).

Block B--Copy your Social Security Number from your Social Security Card. Do not reply on memory. Be absolutely sure that the number used is completely correct and that the corresponding circles are correctly marked.

Block C - Select the highest grade of school you completed.

Block D - Select the year you last attended a civilian school.

Block E - Indicate your sex.

Block F - Are you on active duty with the armed forces?

Block G - Have you taken a GED Preparatory course?

Block H - If block G is yes, was it sponsored by the local
public school system?

Block I - Is this a retest? If yes, did you last test in
Virginia?

Block J - Purpose of Testing - Select the one or more reasons
you are taking the GED Test.

Block K - Print your last name, space, first name, and if
additional blocks are available, space and print
middle initial. Then, blacken matching letter circles.

Page 3--Enter the Test Center code and your name (last, first and
middle initial) in the space provided at the top of the page.

Page 4--Sign your name and put today's date in the space provided at the
top of the page. Enter the Test Center Code in the space provided.

Before you begin each part of the test, be sure to match the
name of the test and number of the test with the correct space on the
answer sheet. Blacken the space following the correct form you are
using. Form (MA, MB, etc.) is found in the upper right-hand corner on
the cover of the test booklet. Write the Test Booklet number in the

space provided. (A five-digit number is in the upper right corner on the cover of the test booklet.)

e. Test Responses

1. Read each question and its numbered answers. Select the most appropriate answer and mark the corresponding circle on the answer sheet. Mark one and only one response to the question. Do not mark the test booklet.
2. Be sure that the response fills the answer circle completely, but does not overflow or overlay another response.
3. Should it be necessary to change a response, erase completely the response to be changed and mark the new response.

f. DO NOT FOLD, TEAR, STAPLE, OR MUTILATE IN ANY WAY, THE ANSWER SHEET.

Copy of answer sheet follows.

NAME: <u>Smith</u>	<u>John</u>	<u>L</u>
LAST	FIRST	MIDDLE INIT.

CENTER
CODE

4	0	7
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PRINT FULL NAME

VIRGINIA

CENTER CODE

DEPARTMENT
OF
EDUCATION

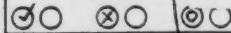
GENERAL
EDUCATIONAL
DEVELOPMENT
TESTING
PROGRAM

TEST ANSWER SHEET

FOLLOW INSTRUCTIONS CAREFULLY:

1. Complete Blocks A-K first.
2. Use No. 2 pencil - do NOT use a pen.
3. Be sure each mark is black and completely fills the circle.
4. Erase completely any answer you wish to change.

IMPROPER MARK FILL IN GED CENTER CODE



CENTER CODE

4 0 7

NAME: Smith John L

LAST FIRST MIDDLE INIT

TEST 2
SOCIAL
STUDIES

PRINT FULL NAME

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06835

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TEST 3
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34404

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EXAMINEE'S SIGNATURE: John L. SmithTODAY'S DATE: July 30, 1980

SIGN ANSWER SHEET--FILL IN DATE

TEST CENTER
CODE

DO NOT WRITE IN THIS SPACE

TEST 4
READING
SKILLS

TEST FORM

- MA ☒
 MB ☐
 MC ☐
 MD ☐
 ME ☐
 MF ☐
 MG ☐
 MH ☐
 MI ☐
 MJ ☐
 MK ☐
 ML ☐
 MM ☐

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TEST FORM

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TEST BOOKLET NUMBER

TEST BOOKLET
NUMBER

08324

FILL IN ALL CIRCLES COMPLETELY

TEST 5
MATHEMATICS

TEST FORM

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 MB ☐
 MC ☐
 MD ☐
 ME ☐
 MF ☐
 MG ☐
 MH ☐
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 MJ ☐
 MK ☐
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 MM ☐

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TEST FORM

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BOOKLET NUMBER

TEST BOOKLET
NUMBER

08324

COMMONWEALTH OF VIRGINIA
STATE DEPARTMENT OF EDUCATION
GED PROGRAM

(front)

Applicant:

This is to advise you that your scores are below the minimum requirement for a GED Certificate in the State of Virginia.

The State of Virginia requires a Standard Score Battery Average of 45 (Total Standard Score 225) with no individual test standard score below 35.

Please contact the local school division where application was made for information for re-testing.

The State of Virginia has a waiting period of 60 days between testing.

(back)

Standard Score - The average median standard score for a recent sample of high school seniors is 50 for each test in the battery. About 1/2 of the seniors earned a standard score above 50 and about 1/2 below 50. The standard score ranges from 20 to 80. About two-thirds of all seniors make between 40 and 60. Standard scores are compiled from the number of the correct answers.

Percentile Rank _ Indicates the achievement of the examinee as compared to a standard group of 100 seniors tested. Percentile can be compared to a ladder with 100 rungs. If you stand on the 43rd rung, you have achieved a score equal to or better than 43 of the standard group of 100 seniors tested.

INTERPRETATION OF GED TEST RESULTS

	Standard Score	Percentile Ranks for the Total U. S.
In Virginia, the General Educa-	76-80	99
tional Development (GED) Test	75	99
score required is an average	74	99
standard score of 45 on all five	73	99
test with no individual stan-	72	99
dard score below 35. The total	71	98
of the standard scores must be	70	97
at least 225.	69	97
	68	96
	67	96
	66	95
	65	93
	64	92
	63	90
I. THE TABLE OF PERCENTILE NORMS	62	88
The table shows the relation	61	86
between the standard score	60	84
for each test and the per-	59	82
centile rank for graduating	58	79
seniors for the total United	57	76
States. This table is about	56	73
the same for all forms of the	55	69
test, and for each of the five	54	66
Test of General Educational	53	62
Development.	52	58
	51	54
	50	50
	49	46
	48	42
	47	38
	46	34
	45	31
	44	27
For example, in interpreting	43	24
achievement on any single test,	42	21
the table may be read as	41	18
follows:	40	16
	39	14
	38	12
	37	10
	36	8
	35	7

A standard score of 50 is a score reached by the median senior in the nation. That is, 50% of the students have a standard score of 50 or lower.

34	5
33	4
32	4
31	3
30	2
29	2
28	1

84% of high school seniors make a standard score of 60 or lower.

98% of high school seniors make a standard score of 71 or lower.

16% of high school seniors make a standard score of 40 or lower.

4% of high school seniors make a standard score of 32 or lower.

The balance of the table may be similarly read:

Percentile Ranks Corresponding
to Various Standard Scores for
Public High School Seniors Tested
at Time of Graduation from a
General (non-trade) High School

II. INTERPRETATION OF SCORING TERMS

The raw score is simply the total of correct answers made by the examinee on a test.

The standard score, as used in testing, can be compared to a standard measure of weights, length, or mediam of exchange, such as a pound weight, a foot rule, or a dollar bill. Thus, the weights, of one gram and one ounce can be compared by converting them into a pound measure; an inch and centimeter can be compared by converting them into a foot measure; or a nickel and a penny can be compared by converting them in the dollar measure. In like manner, raw scores or achievement made on the GED tests can be compared by converting them into standard scores by means of a mathematical computation called the McCall T-Scale formula. In order to determine the proficiency of the examinee, the standard score itself must be interpreted in terms of

percentile rating, just as the dollar bill has meaning only when thought of in items of what it can buy.

The percentile rank indicates the achievement of the examinee as compared to the achievement of a standard group of 100 seniors tested in the standardization program of the test. The term "percentile" should not be confused with the term "percentage." Percentile can be compared to a ladder with 100 rungs. Thus, a person who stands on the 43rd rung of the ladder is higher than 42 rungs on the ladder. Likewise, an examinee who achieves the 43rd percentile has achieved a score equal to or better than 43 of the standard group of 100 seniors tested in the standardization program.

In order to illustrate the preceding explanation, the following chart is presented:

High School Level GED Tests

Test 1 (80 questions) Writing Skills

Raw Score . . . 30

Standard Score . 39

Percentile . . . 15

Test 5 (50 questions) Mathematics

Raw Score . . . 30

Standard Score . 50

Percentile . . . 52

It can be seen from the above illustration that an examinee who attained a raw score of 30 on Test 1 and 5 did not demonstrate the same proficiency. On Test 1 he scored 30 correct answers out of 80 questions, while on Test 5 he scored 30 correct answers out of 50 questions. In order to compare his achievement on Test 1 and 5, the raw scores must be converted into the common measure of Standard

score. When this is done, it can be seen immediately that his proficiency on the two tests was not the same. In order, however, to determine what his achievement represents, the standard score must be converted into percentile rating, which shows at once that there was a tremendous difference in his proficiency on Tests 1 and 5. In Test 1 he was only on the 15th rung with a percentile of 15. In Test 5, he was on the 52nd rung of the ladder or in the top group of thousands of high school seniors who took the test.

ADULT EDUCATION SERVICE

Code Appendix C

Check one: ☐ APPLICATION FOR GED TESTING

___ APPLICATION FOR GED CERTIFICATE ONLY

GED TEST CENTER

PERSONAL INFORMATION

1. School Division, Military Installation, or Institution _____ Code

2. Social Security Number _____ Telephone Number _____
Area _____

3. Name for Certificate Last First Middle Initial Mr., Mrs., Miss, Ms.
(Circle One)

4. Maiden Name			
Last	First	Middle Initial	

5. Mail Certificate to _____ Address _____

City State Zip Code

6. Permanent Address

Address	City	State	Zip Code
---------	------	-------	----------

7. Date of Birth.....Mo Day Yr Place of Birth.....City.....State.....

8. Have you maintained residence in Virginia for at least the last 30 days? (Check one) YES _____ NO _____

9. Sex: Male _____ Female _____ Height _____ ft. _____ in. Weight _____ Color of Eyes _____ Color of Hair _____

EDUCATIONAL INFORMATION

10. Year last attended civilian school _____
Year

11. Circle highest grade of school you completed 4 5 6 7 8 9 10 11 12

12. Name and Address of civilian school last attended _____

Name		
Address	City	State

13. If you have previously taken the GED test complete the following.

Where _____ When _____ Test Form _____
Location of Center State Date if known if known

Official transcript for non-Virginia scores has been requested YES _____ NO _____

I certify that the above statements are true to the best of my knowledge and that my scores can be maintained on file at the following locations:
Official Test Center where tested, School Division of application, and State Department of Education.

Date _____ *Signature of Applicant _____

CERTIFICATION (OFFICIAL USE ONLY)

I certify that the above named applicant meets all regulatory requirements for GED testing and/or a Virginia certificate. The Social Security Number was verified from: S.S. Card _____ Driver's License _____ Other _____

Specify

Date _____ Signature of Authorized School Official _____

FEE PAID \$ _____

Circle each test submitted for scoring

1	2	3	4	5
Writing	SS	Sci	Reading	Math

Spanish ONLY

6
English

* Applicant must sign in the presence of authorized school official. Military personnel and out-of-state adults must sign in the presence of a responsible school official or military Educational Officer.

STATE OFFICE 80
74

GENERAL EDUCATIONAL DEVELOPMENT PROGRAM

REQUISITION

Complete in duplicate-
original to State
one copy for local file

School Division or
Test Center

Address

Date

Note: Please allow at least two weeks for processing orders.

For each local School Division and GED Test Center

No. Required

Items

Application
Requisition
Examinee List
Virginia's GED Program Brochure
Information for the GED Applicant

For GED Test Centers Only

Answer Sheets
Test Date Letter

An initial supply of the above items are issued to each school division. If this supply is not sufficient, they may be requisitioned to meet your needs.

Authorized Person Preparing
Requisition

SCHOOL DIVISION CODESCOUNTIES

ACCOMACK 001
 ALBEMARLE 002
 ALLEGHANY 003
 AMELIA 004
 AMHERST 005
 APPOMATTOX 006
 ARLINGTON 007
 AUGUSTA 008
 BATH 009
 BEDFORD 010
 BLAND 011
 BOTETOURT 012
 BRUNSWICK 013
 BUCHANAN 014
 BUCKINGHAM 015
 CAMPBELL 016
 CAROLINE 017
 CARROLL 018
 CHARLES CITY 019
 CHARLOTTE 020
 CHESTERFIELD 021
 CLARKE 022
 CRAIG 023
 CULPEPER 024
 CUMBERLAND 025
 DICKENSON 026
 DINWIDDIE 027
 ESSEX 028
 FAIRFAX 029
 FAUQUIER 030
 FLOYD 031
 FLUVANNA 032
 FRANKLIN 033
 FREDERICK 034
 GILES 035
 GLOUCESTER 036
 GOOCHLAND 037
 GRAYSON 038
 GREENE 039
 GREENSVILLE 040
 HALIFAX 041
 HANOVER 042
 HENRICO 043
 HENRY 044
 HIGHLAND 045
 ISLE OF WIGHT 046
 JAMES CITY 047
 KING GEORGE 048
 KING & QUEEN 049

KING WILLIAM 050
 LANCASTER 051
 LEE 052
 LOUDOUN 053
 LOUISA 054
 LUNENBURG 055
 MADISON 056
 MATHEWS 057
 MECKLENBURG 058
 MIDDLESEX 059
 MONTGOMERY 060
 NELSON 062
 NEW KENT 063
 NORTHAMPTON 065
 NORTHUMBERLAND 066
 NOTTOWAY 067
 ORANGE 068
 PAGE 069
 PATRICK 070
 PITTSYLVANIA 071
 POWHATAN 072
 PRINCE EDWARD 073
 PRINCE GEORGE 074
 PRINCE WILLIAM 075
 PULASKI 076
 RAPPAHANNOCK 078
 RICHMOND CO. 079
 ROANOKE CO. 080
 ROCKBRIDGE 081
 ROCKINGHAM 082
 RUSSELL 083
 SCOTT 084
 SHENANDOAH 085
 SMYTH 086
 SOUTHAMPTON 087
 SPOTSYLVANIA 088
 STAFFORD 089
 SURRY 090
 SUSSEX 091
 TAZEWELL 092
 WARREN 093
 WASHINGTON 094
 WESTMORELAND 095
 WISE 096
 WYTHE 097
 YORK 098

CITIES

ALEXANDRIA 101
 BRISTOL 102
 BUENA VISTA 103
 CHARLOTTESVILLE 104
 CHESAPEAKE 136
 CLIFTON FORGE 105
 COLONIAL HEIGHTS 106
 COVINGTON 107
 DANVILLE 108
 EMPORIA 138
 FAIRFAX 134
 FALLS CHURCH 109
 FRANKLIN 135
 FREDERICKSBURG 110
 GALAX 111
 HAMPTON 112
 HARRISONBURG 113
 HOPEWELL 114
 LEXINGTON 137
 LYNCHBURG 115
 MANASSAS 143
 MANASSAS PARK 144
 MARTINSVILLE 116
 NEWPORT NEWS 117
 NORFOLK 118
 NORTON 119
 PETERSBURG 120
 PORTSMOUTH 121
 RADFORD 122
 RICHMOND CITY 123
 ROANOKE CITY 124
 SALEM 139
 SOUTH BOSTON 133
 STAUNTON 126
 SUFFOLK 127
 VIRGINIA BEACH 128
 WAYNESBORO 130
 WILLIAMSBURG 131
 WINCHESTER 132

TOWNS

ABINGDON 200
 CAPE CHARLES 201
 COLONIAL BEACH 202
 FRIES 203
 POQUOSON 205
 SALTVILLE 206
 WEST POINT 207

MILITARY TEST CODES

Name of Base

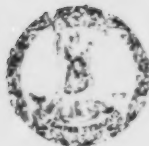
Fort Belvoir	500
Cameron Station	501
Fort Eustis	502
Fort Lee	503
Fort Monroe	504
Fort Myer	505
Fort Story	506
Pentagon	507
Langley Air Force Base	508
Air Weather Station	509
Cheatham Annex	510
Little Creek Amphibious Base	511
Naval Air Station	512
Naval Base-Portsmouth	513
Naval Center-Damneck, Virginia Beach	514
Naval Hospital	515
Naval Shipyard-Newport News	516
Naval Shipyard-Norfolk	517
Naval Training Center-Williamsburg	518
Naval Weapons Depot-Yorktown	519
Naval Weapons Lab-Dahlgren	520
Norfolk Naval Base	521
Quantico	522
U. S. Coast Guard	523
D & S Piers	524
Oceana Naval Air Station	525
SAC LANT Headquarters	526
Camp Allen	527
Camp Elmore	528
Henderson Hall	529
Navy Annex-Arlington	530
Arlington Hall	531
NETSCLANTS	532
Norfolk Naval Station C. C.	533

Appendix F

Chief Examiner _____ Date _____

[illegible]

84



COMMONWEALTH of VIRGINIA

DEPARTMENT OF EDUCATION

P. O. BOX 6Q
RICHMOND, 23216

Effective January 1, 1976, all requests for transcripts must bear the examinee's signature. This requirement is in accordance with the Buckley Amendment pertaining to confidentiality.

Please have an Official Transcript of my GED test scores forwarded to:

Virginia GED Administrator
Adult Education Service
Department of Education
P. O. Box 6-Q
Richmond, VA 23216

NAME (please print) _____

Current Address _____

Applicant's Social Security Number _____

Date of Birth _____

Place Tested _____ Approximate Date Tested (year) _____

FOR USAFT TEST SCORES FOR TESTS TAKEN PRIOR TO MAY OF 1974: .

Branch of Service _____ Dates of Military Service _____

For Testing prior to March 1968, all military service numbers assigned:

I hereby authorize the release of my Official GED Transcript to the Adult Education Service, VA. Department of Education.

Signature of Applicant _____

School Division, Institution, or Military Base of Application _____

Today's Date _____

****NOTE TO DANTES, CHIEF EXAMINER OF NON-VIRGINIA TEST CENTERS, OR STATE ADMINISTRATORS OF GED TESTING:** Please attach the Virginia application (white copy enclosed) to the Official Transcript of scores when mailing to Virginia GED Administrator

Form GED-4
Test Surveillance

Name	Test 1				Test 2				Test 3				Test 4				Test 5			
	Form	Ser. #	Out	In	Form	Ser. #	Out	In	Form	Ser. #	Out	In	Form	Ser. #	Out	In	Form	Ser. #	Out	In
1.																				
2.																				
3.																				
4.																				
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22.																				

OFFICIAL GENERAL EDUCATIONAL DEVELOPMENT
TESTING CENTERS

<u>Test Centers in School Divisions</u>	<u>Test Center Code</u>	<u>Assigned School Divisions</u>
1. Accomack County	001	Northampton County
2. Arlington County	007	City of Alexandria
3. Bath County	009	Highland County
4. Buchanan County	014	Dickenson County
5. Culpeper County	024	Fauquier County Rappahannock County Madison County Green County Orange County
6. Essex County	028	King and Queen County King William County Lancaster County Northumberland County Richmond County Westmoreland County Middlesex County
7. Fairfax County	029	City of Falls Church City of Fairfax
8. Greensville County	040	Brunswick County Sussex County City of Emporia
9. Halifax County	041	City of South Boston Charlotte County
10. Henrico County	043	Henrico County
11. Henry County	044	Franklin County Patrick County City of Martinsville
12. Lee County	052	Lee County
13. Loudoun County	053	Loudoun County
14. Louisa County	054	Fluvanna County Goochland County
15. Mecklenburg County	058	Lunenburg County

<u>Test Centers in School Divisions</u>	<u>Test Center Code</u>	<u>Assigned School Divisions</u>
16. Montgomery County	060	Giles County Pulaski County City of Radford
17. Prince Edward County	073	Amelia County Appomattox County Buckingham County Charlotte County Cumberland County Nottoway County Lunenburg County
18. Prince William County	075	Prince William County Manassas Park Manassas City
19. Rockingham County	082	Page County City of Harrisonburg
20. Tazewell County	092	Russell County
21. Warren County	093	Frederick County Clarke County Shenandoah County City of Winchester
22. Washington County	094	Scott County Smyth County City of Bristol
23. Wise County	096	City of Norton
24. Wythe County	097	Bland County
25. City of Buena Vista	103	Rockbridge County City of Lexington
26. City of Charlottesville	104	Albemarle County Nelson County
27. City of Chesapeake	136	City of Chesapeake
28. City of Clifton Forge	105	Alleghany County City of Covington
29. City of Danville	108	Pittsylvania County
30. City of Franklin	135	Isle of Wight County Southampton County City of Suffolk

Appendix I
(Cont.)

<u>Test Centers in School Divisions</u>	<u>Test Center Code</u>	<u>Assigned School Divisions</u>
31. City of Fredericksburg	110	Spotsylvania County Stafford County King George County Caroline County
32. City of Galax	111	Carroll County Floyd County Grayson County
33. City of Hampton	112	City of Hampton
34. City of Lynchburg	115	Amherst County Appomattox County Bedford County Campbell County
35. City of Newport News	117	City of Newport News York County
36. City of Norfolk	118	City of Norfolk
37. City of Petersburg	120	Chesterfield County Dinwiddie County Prince George County Surry County City of Colonial Heights City of Hopewell
38. City of Portsmouth	121	City of Portsmouth
39. City of Richmond	123	Charles City County Hanover County Powhatan County
40. City of Roanoke	124	Botetourt County Craig County Roanoke County City of Salem
41. City of Staunton	126	Augusta County City of Waynesboro
42. City of Virginia Beach	128	City of Virginia Beach
43. City of Williamsburg	131	Gloucester County Mathews County New Kent County James City County

<u>Test Centers in Institutions</u>	<u>Test Center Code</u>
44. Rehab. School Authority Richmond, VA.	403
45. Woodrow Wilson Rehab. Fishersville, VA.	404
46. McGuire VA Hospital Richmond, VA.	405
47. VA Hospital Salem, VA.	406
48. Western State Hospital Staunton, VA.	408
49. Hampton VA Center Hampton, VA.	409
50. Eastern State Hospital Williamsburg, VA.	410
51. In-State Special Richmond, VA.	411
52. Southwestern State Hospital Marion, VA.	412
53. Richmond City Jail Richmond, VA.	413
54. Central State Hospital Petersburg, VA.	414
55. VA. Commission for the Visually Handicapped Richmond, VA.	416

Test Centers in
Military

56. Fort Belvoir Army Education Center Fort Belvoir, VA.	500
57. Fort Eustis Army Education Center Fort Eustis, VA.	502

<u>Test Centers in Military</u>	<u>Test Center Code</u>
58. Fort Lee Army Education Center Fort Lee, VA.	503
59. Fort Monroe Army Education Center Fort Monroe, VA.	504
60. Fort Myer Army Education Center Fort Myer, VA.	505
61. Fort Story Army Education Center Fort Story, VA.	506
62. Langley Air Force Base Langley AFB, VA.	508
63. Little Creek Amphibious Base Little Creek, VA.	511
64. Naval Center-Damneck Virginia Beach, VA.	514
65. Quantico Education Command Quantico, VA.	522
66. Oceana Naval Air Station Oceana, VA.	525
67. NETSCLANT Norfolk, VA.	532
68. Norfolk Naval Station C. C.	533

Additional Codes

69. Dantes Contract Rep. Madison, Wis.	402
70. Out-of-State	407
71. Tape Version	415
72. Large Type	417
73. Visually Handicapped Mr. William Riddick Richmond, VA.	418

COLLEGE OR UNIVERSITY ACCEPTANCE OF THE VIRGINIA GED CERTIFICATE

In June of 1976, the admissions officers of 47 colleges or universities were asked the following questions:

1. Do you accept the GED Certificate in lieu of a high school diploma for admission to your institution?
2. If so, do you accept the minimum acceptable scores required by Virginia for issuance of a certificate (35 on each test, with an overall average of at least 45)?
3. If you require scores other than those accepted by the State for issuance of a certificate, please indicate below the minimum scores that you will accept.

English	- _____
Social Studies	- _____
Science	- _____
Literature	- _____
Math	- _____

Of the 47 questionnaires mailed, responses were received from 40 institutions.

It must be noted that acceptance or rejection of an application for admissions to any institution of higher education involved more than just high school completion. Therefore, having a GED Certificate does not automatically assure admission. A report of the responses from the 37 institutions follows:

A. Will Accept

Twenty-nine (29) institutions responded "yes" to questions one and two, indicating that they would accept, without qualifications, the Virginia GED Certificate in lieu of a high school diploma. These were:

Averett College
 Bluefield College
 Bridgewater College
 Christopher Newport College
 Clinch Valley College
 Eastern Mennonite College
 Ferrum College
 George Mason University
 Hampden-Sydney College
 Hollins College
 Longwood College
 Lynchburg College
 Madison College
 Mary Baldwin College

Marymount College of Virginia
Mary Washington College
Norfolk State College
Richard Bland College
Shenandoah College and Conservatory of Music
Southern Seminary Junior College
University of Richmond
Virginia Commonwealth University
Virginia Intermont College
Virginia Polytechnic Institute and State University
Virginia State College
Virginia Union University
Virginia Wesleyan College
Washington and Lee University
College of William and Mary

B. Will Accept with Qualifications

Six institutions indicated that, although they would accept the GED Certificate for admissions purposes, there were certain qualifications that would have to be met. The institutions and their qualifications are listed below:

1. Apprentice School of the Newport News Shipbuilding and Dry Dock Company requires a high school education (GED certificate acceptable), with at least four units in any combination of the following: one unit of physics; one unit of chemistry; one unit of drawing; one unit of shop; one or two units of algebra; one unit of geometry; or one unit of advanced mathematics.
2. Old Dominion University will accept the GED certificate in lieu of the high school diploma. However, Old Dominion University does require that the test scores average be at the 50th percentile on all five tests, with no standard scores on any test below 45.
3. Randolph-Macon College will accept the GED certificate in lieu of a high school diploma for admissions. They have included the following statement as further explanation.

"Actually, Randolph-Macon has never specifically required that an applicant have a high school diploma in order to gain admission. For example, a few able students may be admitted under "early admission" after their eleventh grade. We do urge these students to acquire a diploma for their own possible use and protection.

Consequently, while we recognize a GED certificate as the equivalent of a high school diploma, our admissions policies are based on other criteria, such as course work, grades, SAT scores, and the like. The scores earned on the GED would, of course, be regarded as useful information in evaluating an applicant."

4. Roanoke College will accept the GED Certificate, however, stated that they may also ask for either ACT or SAT scores, depending upon circumstances.
5. Radford College will accept the GED Certificate in lieu of a high school diploma, but require the following minimum standard scores:

English	-	42
Social Studies	-	42
Science	-	42
Literature	-	45
Math	-	45

Average	-	50
---------	---	----

6. Sweet Briar College will accept the GED Certificate, however, the following statement applies:

They will accept the GED Certificate, but are uncertain about the "minimum acceptable scores." The Committee on Admission will have to evaluate this when the first occasion arises.

- C. Two institutions answered no to both questions one and two. They are:

University of Virginia
Virginia Military Institute

- D. Three institutions indicated that they are graduate schools and require college degree's as a pre-requisite.

Institute of Textile Technology
Presbyterian School of Christian Education
Union Theological Seminary of Virginia

Attached to this appendix is a letter received from the Acting Director Educational Programs Division of the Virginia Community College System, stating the position of the Virginia Community College System on the GED tests.



JUL 26 1976

Appendix J
(Cont.)

VIRGINIA COMMUNITY COLLEGE SYSTEM
7 NORTH 5TH STREET, P.O. BOX 1555, RICHMOND, VIRGINIA 23212, AREA CODE 804/755-2231

July 26, 1976

Mr. William M. Moore
Supervisor
Adult Education Service
1322-28 E. Grace Street
Richmond, Virginia 23216

Dear Mr. Moore:

This letter is a follow-up to your request for a statement from the Virginia Community College System regarding the admission of students with high school equivalency diplomas.

The following statement represents the position of the Virginia Community College System:

The Virginia Community College System accepts the General Education Development Certificate (GED) for entry into the college and specific programs on an equivalent basis with the high school diploma. However, for entry into certain programs additional preparatory course work may be required for both high school graduates and GED holders.

It has been our pleasure to work with you on this matter. Please let us know if we can be of further assistance.

Sincerely,

Don W. Galbreath, Acting Director
Educational Programs Division

DWG/MMG/ct

cc: Dr. Dana B. Hamel
Community College Presidents
Directors

1. Accomack Co.
2. Arlington Co.
3. Bath Co.
4. Buchanan Co.
5. Culpeper Co.
6. Essex Co.
7. Fairfax Co.
8. Greensville Co.
9. Halifax Co.
10. Henrico Co.
11. Henry Co.
12. Lee Co.
13. Loudoun Co.
14. Louisa Co.
15. Mecklenburg Co.
16. Montgomery Co.
17. Northampton Co.
18. Prince Edward Co.
19. Prince William Co.
20. Rockingham Co.
21. Tazewell Co.
22. Warren Co.
23. Washington Co.
24. Wise Co.
25. Wythe Co.
26. City of Buena Vista
27. City of Charlottesville
28. City of Chesapeake
29. City of Clifton Forge
30. City of Danville
31. City of Franklin
32. City of Fredericksburg
33. City of Galax
34. City of Hampton
35. City of Lynchburg
36. City of Newport News
37. City of Norfolk
38. City of Petersburg
39. City of Portsmouth
40. City of Richmond
41. City of Roanoke
42. City of Staunton
43. City of Virginia Beach
44. City of Williamsburg





COMMONWEALTH of VIRGINIA

DEPARTMENT OF EDUCATION

P. O. BOX 60
RICHMOND, 23216

Date:

Dear

This is to inform you that your application for the General Educational Development tests has been approved. It will be necessary for you to present the enclosed copy of the approved application at the time of testing.

It is important that each applicant know that, within the assigned testing period (6 hours) scheduled below, all the tests required to fulfill the requirements for issuance of a Virginia GED certificate must be taken. Failure to take all the tests required (whether taking the GED Battery of test initially or taking retests) will mean loss of credit for those tests that are taken during the testing period.

The address of the testing center where the GED tests are to be given is:

You will report on the following date(s) and time(s):

If it is impossible for you to be present for the assigned time, please notify the test center no later than two (2) days prior to the first day the tests are to be given. This notification will enable you to be assigned to a new testing date. If you fail to report on the assigned dates, you will forfeit the fee paid. Phone: _____

Sincerely

Chief Examiner